

Spotlight



on Student Assessment and Accountability

What's New

March 12, 2015

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Participation in State Assessment Programs for Michigan Public Schools

There have been many requests for a resource to be provided to schools and districts that can be referenced to parents and students about the importance of student participation in the state assessment programs. This includes reasons why students should participate in the state's summative assessment programs, the Michigan Student Test of Educational Progress (M-STEP), Michigan Merit Exam (MME), and MI-Access (Michigan's alternate assessment system).

We have produced a one-page document regarding student test participation that schools and districts may find helpful in sharing with students whose parents refuse testing in these programs. Michigan is not approved to provide participation exceptions for parents who do not want their student to test in the required state assessment programs. You can find a PDF of this resource at <http://www.mi.gov/baa> or at the direct link here: http://www.mi.gov/documents/mde/Participation_in_State_Assessment_Programs_for_Michigan_Public_Schools_482861_7.pdf.

1% MI-Access Proficiency Cap Waiver Applications Late Winter

It is anticipated that the 1% MI-Access Proficiency Cap Exception applications for the 2014–15 Scorecards will be available in late winter (Late March/April). Applications will be completely electronic and will be available through the Secure Site. **Information about the 1% cap and the waiver application process can be found at this link:** http://www.michigan.gov/documents/mde/MI-Access_Cap_Exception_Information_459065_7.ppt.

Important Dates and Reminders

Recently Asked Questions

► Sign up for Spotlight at: <https://public.govdelivery.com/accounts/MIMDE/subscriber/new>. Enter your email address and select Spotlight under Student Assessment.

Michigan Student Data System (MSDS) Reporting for Trouble-Free Accountability Guide NOW AVAILABLE!

To help districts and schools understand how data submitted to the Michigan Student Data System (MSDS) impacts accountability calculations (e.g., Scorecards, Top-to-Bottom School Rankings), a new resource guide updated to reflect spring testing, *2014-15 Best Practices: Michigan Student Data System (MSDS) Reporting Guide for Trouble-Free Accountability Data* is now available at <http://www.mi.gov/baa>.

This guide can be used to help district and school pupil accountants and assessment coordinators understand how and from where their student data is used for accountability purposes, with a focus on accurate MSDS reporting of:

- Student demographics (including grade level)
- Enrollment/exit dates
- Instructional entity/program

The direct link to the PDF version of this helpful guide can be found below: http://www.michigan.gov/documents/mde/MSDS_Best_Practices_400576_7.pdf.

WIDA Additional Materials Ordering Deadline is March 13, 2015

The last day to order additional WIDA materials is March 13, 2015. An additional material ordering form was included in the initial WIDA materials shipments. All WIDA orders are placed directly with MetriTech (WIDA's scoring and reporting vendor). If you cannot locate the additional material ordering form, please contact MetriTech directly at 800-747-4868.

Not Tested Exemption in M-STEP/MI-Access English Language Arts (ELA) for Students in U.S. for 12 Months or Less

Previously, there was an exemption for students who have been in the United States for 12 months or less that allowed these students to not test in the reading and writing content areas. This message seeks to clarify that the 12-month ELA (reading/writing) exemption is not impacted by the change to spring assessments or the change to the definition of Full Academic Year (FAY) status.

For the 2014–15 school year, schools can continue to not test students in the ELA content area on the M-STEP/MI-Access that have been in the U.S. for 12 months or less, provided they take the WIDA ACCESS or WIDA Alternate ACCESS (if also enrolled during the prior WIDA ACCESS/WIDA Alternate ACCESS test window) and were not enrolled during a prior year's core content area state assessment window.

Students not enrolled during the WIDA ACCESS/WIDA Alternate ACCESS test window, must have taken the W-APT at a minimum to be eligible for the 12-month exemption. The 12-month exemption only applies to the M-STEP and MI-Access ELA content area assessments in grades 3–8 and 11. Students are still required to take the state assessments offered in other content areas.

Federal guidance does not require the 12 months to be consecutive so the MDE allows for a cumulative 12 months. This is done by looking at MSDS historical enrollment/exit records. However, this is a secondary consideration as the primary determinant for whether or not the exemption can apply is by examining whether or not the student was enrolled during a prior year's core content area state assessment window. If they were here for a previous core content area assessment, left the country, and have come back still in their initial 12 cumulative months, the MDE cannot approve the exemption.

March 18, 2015 M-STEP Online and Paper/Pencil Administration Trainings

MDE staff will be presenting two very important live stream webcast training sessions on March 18, 2015 from 8:30 AM to 11:15 AM.

The first session, the *M-STEP End-to-End Online Administration Training*, will be from 8:30 AM to 9:45 AM. This session will cover:

- Materials
- Test Ticket Chain Of Custody
- Destruction Of Secure Materials
- Administration Guidelines
- Best Practices

The second session, the *M-STEP End-to-End Paper / Pencil Administration Training*, will be from 10:00 AM to 11:15 AM. This session will cover:

- Receipt and Return of Materials
- Test Security
- Test Components, including the Classroom Activity and Performance Task
- Listening
- Calculators
- Incident Reports

To access the live stream on March 18th at 8:30 AM, go to www.misteamnet.org and click the M-STEP Administration Training link.

To accommodate high school District and Building Test Coordinators who may be busy with WorkKeys make-up testing, and for those who will not be able to attend, these sessions will be recorded and posted to the M-STEP website for convenience. Look for these recorded sessions to be posted by Monday, March 23, 2015.

eDIRECT Availability for Online M-STEP and MI-Access

Schools have until 5:00pm on March 27, 2015 to assign students to test sessions in the Secure Site. Test sessions set up in the Secure Site by March 27th will be loaded to eDIRECT. In addition, test sessions will be created and loaded by DAS and not the schools for MI-Access Supported Independence and Participation online answer document entry.

eDIRECT will be available for District and Building Coordinators to perform student level tasks such as manage test sessions, set accommodations, and print test tickets on Friday, April 3, 2015 by noon, Eastern. All new students must be pre-identified in the Secure Site. However, students pre-identified after 5:00pm March 27, 2015, must be added to test sessions in eDIRECT by district or school coordinators.

Schools who are not in session during the week of April 6, 2015 and who have students testing online in grades 5, 8, and 11, should be sure they have set up test sessions in the Secure Site prior to 5:00pm on March 27th. Once eDIRECT becomes available, these schools should concentrate their efforts on assigning accommodations and printing test tickets for those students who will be testing early in the first week.

The following documentation and resources are available to assist in these tasks:

- www.michigan.gov/securesitetraining: Spring 2015 Online Sessions
- www.michigan.gov/securesitetraining: Spring 2015 Pre-Identification
- www.michigan.gov/baa: M-STEP. MI-Access and WIDA Supports and Accommodations Tracking Sheet
- A number of mini modules are available at <https://mi.drcedirect.com> to assist with eDIRECT training

MI-Access and M-STEP Material Shipping Information for Schools Administering Online or Paper/Pencil

Spring 2015 MI-Access and grades 5, 8, and 11 M-STEP test materials will be shipped and will arrive in districts and schools on or before, Monday, March 30, 2015. Test Coordinators with a valid email in MEIS will receive an automated email from United Parcel Service (UPS) once test materials have shipped; the Material Order Summary Report on the Secure Site will also be updated with tracking information for each shipment. Schools that will not be open due to spring break during the weeks of March 23, 2015 or March 30, 2015 should contact UPS and ask that materials be held until a date when they can be delivered and signed for. Please note, Return Kits for materials will be shipped separately but should arrive in the same timeframe.

Arrival dates for all MI-Access and M-STEP materials are:

Assessment	Grades	Expected Arrival Dates
MI-Access	3-8 and 11	on or before March 30
M-STEP	5, 8, and 11	on or before March 30
	4 and 7	on or before April 13
	3 and 6	on or before May 4

NEW! Training mini-modules posted

4 new mini modules have been posted to eDIRECT public documents.

- **Tools for Online Testing** – for ALL roles – demonstration of the tools available in the INSIGHT Testing Engine
- **Searching the List of Students in eDIRECT** – for ALL roles – instructions on how to search for and display students in eDIRECT
- **Creating Test Sessions in eDIRECT** – for ALL roles – instructions on how to create and edit test sessions and how to print test tickets

- **Accessing the Online Tools Training** – for ALL roles – instructions on how to access the Online Tools Training (OTT)

The mini-modules can be found at <https://mi.drcedirect.com/>

M-STEP Calculator Policy

For information regarding calculator policy on the M-STEP online and paper/pencil mathematics tests, please use this resource, located at http://michigan.gov/documents/mde/NEW_Spring_2015_M-STEP_Calculator_Policy_483986_7.pdf.

Prohibited Behavior on ACT or WorkKeys

Students with prohibited behavior on ACT and/or WorkKeys are required to be tested with the M-STEP statewide summative assessments. The student participation rate for all public districts and schools in Michigan is 95% of enrolled students in tested grades and for each content area assessed. The 95% participation rate ensures that Michigan schools are in compliance with the No Child Left Behind Act (NCLB) of 2001, which requires that 95% of students enrolled are tested with the state's assessment programs.

Information Sources for SAT Transition

In support of our transition to the SAT for the Michigan college entrance examination for 2016, the College Board has created a Michigan-specific website for educators to use as a source for information about these exciting new changes. The College Board also has established a toll-free phone number to provide support. Additional information on these transitions will be included in future Spotlights.

Michigan SAT Website:
<http://collegeboard.org/michigan>

Toll Free Phone: 866-870-3127

Important Dates and Reminders


Upcoming important dates, recent topics, etc.



Approaching Deadlines!

- **March 13, 2015:** The last day to order additional WIDA materials. If you cannot locate the additional material ordering form, please contact MetriTech directly at 800-747-4868.
- **March 18, 2015:** **MSDS** Spring 2015 General Collection submission deadline

Action Steps

-  **March 9 – March 20, 2015:** Action steps to prepare for the Spring 2015 Transition Readiness are located in both Word and PDF formats here:
 - [Spring 2015 M-STEP Transition Readiness Timeline](#) Word
 - [Spring 2015 M-STEP Transition Readiness Timeline](#) PDF

- **March 9 – 16, 2015:** Window for schools to conduct pretest sessions for applicable examinees for the makeup test date
- **March 17, 2015:** ACT Plus Writing Makeup Test Date
- **March 18, 2015:** WorkKeys Makeup Test Date
- **March 19, 2015:** Test coordinator returns all makeup and accommodations test materials via the prescheduled pickup

M-STEP

- **March 18, 2015:** M-STEP Trainings
 - ▶ M-STEP End-to-End Online Administration Training 8:30 AM – 9:45 AM
 - ▶ M-STEP End-to-End Paper/Pencil Administration Training 10:00 AM – 11:15 AM

March 2015

WIDA

- **NOW – March 27, 2015:** WIDA ACCESS and WIDA Alternate ACCESS for ELLs testing window. Please refer to the *Spring WIDA Schedule 2014–2015 Academic Year* for more information about important WIDA ACCESS testing dates.

ACT Plus Writing and WorkKeys

- **March 3 – 17, 2015:** Day 1 ACT Plus Writing Accommodations Test Window
- **March 4 – 18, 2015:** Day 2 WorkKeys Accommodations Test Window

MI-Access

- **March 16 – April 15, 2015:** Anticipated dates that the 1% MI-Access Proficiency Cap Waiver Applications will first become available in the Secure Site

MSDS

- **March 25, 2015:** Spring 2015 General Collection certification deadline

Important Dates and Reminders

Upcoming important dates, recent topics, etc.



Reminders

- Spring 2015 M-STEP and MI-Access Training Resources are available at the public eDIRECT site, which can be found at <http://mi.drcedirect.com>.
- The M-STEP Online Tools Trainings are available on eDIRECT at <https://wbte.drcedirect.com/MI/portals/mi/>. These tools include M-STEP Sample Item Sets for ELA and mathematics and Calculator Practice. This link **MUST** be accessed through Google Chrome.
- MI-Access Online Training Tools (OTTs) for Functional Independence students is available on eDirect. This is an excellent tool to help students become comfortable with the technology in preparation for online testing. The MI-Access Online Tools Trainings are available on eDIRECT at <https://wbte.drcedirect.com/MI/portals/mi/>.
NOTE: This requires opening the document from Chrome and following the link to access.
- MI-Access pre-ID is still open. Students must be pre-identified in order to setup online test sessions through the Secure Site.
- ► To access previous Spotlight editions, go to http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html.

Recently Asked Questions

During the M-STEP test, do all grade level students need to take the content tests at the same time?

For example, can the 8th grade mathematics Performance Task Test be taken on different days at different times?

For **online testing**, schools have **flexibility** within the grade level test window to establish their own testing schedules. Not all students need to take the same content on the same day, nor at the same time.

It is important to ensure that test sessions begin early enough in the school day to allow students sufficient time to complete that test session in a single instructional day. (e.g., the suggested time allotted for students in grades 6–8 to complete the mathematics online test session is 2 hours; please do not start the session so late in the school day that students are unlikely to be able to finish the online test session before the end of the school day.) See pages 4–5 of the *Spring 2015 Michigan Statewide Assessment Transition* document at http://www.michigan.gov/documents/mde/Assessment_Transition_FINAL_11-13-14_473989_7.pdf.

For **paper/pencil testing**, schools are **required to follow the paper/pencil testing schedule** which specifies which components of which content areas must be administered on **specific calendar days**; however, not all students must be assessed at the same time. (e.g., the Grade 8 mathematics test must be administered on April 21 and 22. Part 1 (fixed form) must be administered on Day 1, April 21, but you do not have to schedule all of the students to test at the same time, as long as they all take Part 1 (fixed form) on April 21.

The Classroom Activity and Performance Task must be administered on Day 2, April 22. If a student is absent

on April 21, but present on April 22, the student will complete Day 2 testing on April 22, and take Day 1 on a make-up day. The make-up days for administering the Grade 8 mathematics test are April 24 – May 1. See pages 8–9 of the *Spring 2015 Michigan Statewide Assessment Transition* document at http://www.michigan.gov/documents/mde/Assessment_Transition_FINAL_11-13-14_473989_7.pdf.

Now that this Spring's M-STEP will be a fixed-form test and not computer adaptive, is M-STEP still an appropriate assessment for students who had been assessed using MEAP-Access in the past?

The decision on which assessment is most appropriate for a student with a disability always rests with a full IEP team discussion and decision. However, changing from a computer adaptive test to a fixed form test does not change the guidance teams should use in making that decision.

- MI-Access, Michigan's alternate assessment, is intended for:
 - ▶ Students who have or function as if they have a significant cognitive impairment
 - ▶ Students whose instruction is based on the Extended Grade Level Content Expectations, Extended High School Content Expectations and Extended Benchmarks
- Students who do not have or do not function as if they have a significant cognitive impairment and whose instruction is based on Michigan's general grade level content expectations would be best assessed using M-STEP or M-STEP with accommodations. Otherwise, students will be assessed on content standards on which they are not being instructed.

Recently Asked Questions

Where do I find information on who can be an administrator or a proctor?

The roles and responsibilities for district and building personnel relating to test administration are documented in the Assessment Integrity Guide (http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf).

Roles for Testing

Test Administrator

1. An employee of the district who is a certified or licensed educational professional.
2. A substitute teacher who is certified and employed by the district on an “as needed” basis.
3. A certified teacher who does not currently possess a teaching certificate because of a career change or retirement and has been approved by the District Assessment Coordinator.

Note: If para-educational staff (such as teacher assistants or other non-certified persons) assist in the assessment procedures, they must be directly supervised by a certified or licensed educational professional.

Test Proctor Role

As a general rule, students do best when assessed in the typical classroom environment. If larger groups must be tested, appropriate allocation of staff will maximize student success and ensure assessment integrity. Depending on the number of students in each room, trained proctors may be assigned to assist the Test Administrator. It is strongly recommended that a proctor be assigned for any group over a typical classroom size (25 to 35) students.

An Test Proctor assists the Test Administrator in administering the tests and is typically a teacher's aide, para-educational staff, or other paid district or school personnel. If volunteers are used, they must have appropriate training. Volunteers must not have a conflict of interest or the appearance of a conflict of interest, nor can they be family members of students being tested. Test Proctors must be supervised by an Test Administrator.

Test Proctors who are assessment accommodation providers must be thoroughly trained in how to provide the accommodations prior to the assessment.

Can relatives of students taking the M-STEP still be a proctor or an administrator?

The roles and responsibilities for district and building personnel relating to test administration are documented in the Assessment Integrity Guide at http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf. While the Assessment Integrity Guide explicitly prohibits the use of volunteers who are family members as Test Proctors, it does not prohibit the use of relatives as Test Administrators. Having said that, it is important that schools take every step to eliminate any appearance of conflict of interest.

How do I get access to eDIRECT?

Each district has a district administrator level user and some buildings have a school administrator level user for the Secure Site. These individuals are responsible for approving, creating and inactivating users for the district or school in the Secure Site. Users will

(Continued on next page)

Recently Asked Questions

need a designated role in the Secure Site for the contractor to know that they have been approved and need access to eDIRECT. Detailed instructions and descriptions of roles for accessing eDIRECT can be found at www.michigan.gov/securesitetraining under the *Quick Reference* section. This document contains instructions for the district and school administrator level user along with instructions on how a user can request access to eDIRECT through the Secure Site for approval by the district or school administrator level user.

I missed the makeup materials order deadline for ACT and WorkKeys. What can I do?

Unfortunately, as previously stated “Due to the tight shipping timeframe for test materials, ACT cannot accept makeup orders after the deadline.” These students must take the Michigan M-STEP test for English language arts, mathematics, science and social studies.

► *Prior Recently Asked Questions can be found at http://www.michigan.gov/documents/mde/Recently_Asked_Questions_470957_7.pdf.*

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.